

**PROFESSIONAL VACANCY ANNOUNCEMENT N. TDM_PO/04/21
SOCIAL INCLUSION PROJECT OFFICER**

Profile: Social Inclusion Project Officer – National

Program: AID 11113 “TADMEEN – Social Inclusion, Human Capital Development and Protection of Vulnerable Groups within migrants, refugees and hosting communities”.

Applicable regulations:

Resolution of the Joint Committee of 19 November 2019 n. 101 “Criteria and methods for the selection of personnel not belonging to the Public Administration to be hired with a fixed-term private law contract ruled by the local law with reference to article 11 .1 c) AICS statute”.

The Italian Agency for Development Cooperation (AICS) – Khartoum office, intends to recruit a Social Inclusion Project Officer in the framework of the Program AID 11113 “TADMEEN – Social Inclusion, Human Capital Development and Protection of Vulnerable Groups within migrants, refugees and hosting communities” (hereafter referred to as “the Program”), financed by the MAE and executed by AICS Khartoum.

PROGRAM DESCRIPTION

The initiative aims to promote the social inclusion and development of human capital of marginalized and vulnerable groups within migrants and hosting communities in the States of Khartoum and Red Sea in Sudan. Hence, the program will focus on the promotion of human rights, socio-economic empowerment and equal access to public services of children at risk, women in difficult situations and persons with disabilities, by increasing their resilience through activities of poverty reduction, capacity building and awareness raising.

TERMS OF REFERENCE

Professional position required: Social Inclusion Project Officer – National

Duty station: Khartoum with frequent travels to Port Sudan.

Contract duration: 12 months including a three-month probation period, renewable up to the end of the project. Contract duration might be subject to project funds availability.

Expected start of employment: at the end of the selection process.

Remuneration: Euro 1.800 month/gross.

1. KEY FUNCTIONS

Under the supervision of the PMU, the Project Officer will:

Overall functions:

- Provide support in technical assistance to the Ministry of Social Development, Ministry of Labor and to the Ministry of Agriculture;
- Review the institutional framework concerning the promotion and protection of women, children and people with disabilities' rights and be always updated on the existing laws and policies;
- Contribute to boost the coordination mechanism of donors' actions in the social inclusion sector at the national level;
- Integrate and mainstream all the components of the program (gender, child protection and people with disabilities) both in Khartoum and in Red Sea States in close coordination with the Program Coordinator;
- Collaborate with the Program Coordinator for the follow-up in Port Sudan with periodic updates and travels (ability and willingness to travel to project operational locations outside Khartoum to support partner's operations is essential);
- Facilitate relations and information sharing with institutional counterparts, organize meetings for the Program Coordinator;
- Provide punctual written reports in English, according to the reporting timeframe established by the Program Coordinator;
- Promote the program at all levels and suggest ways to increase its visibility;
- Perform any other task required by the project office.

2. REQUIREMENTS

2.1 Essential requirements:

- Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years);
- Medically fit for employment;
- Master degree in Sociology, Political Science and/or Social Science or any related discipline with at least 3 years of professional experience. Alternatively, Bachelor degree in the same disciplines with at least 5 years of professional experience;
- English both written and spoken B2 European Level;
- Arabic, if not mother tongue C2 International Level;
- At least 3-year experience in development cooperation programs with focus on strengthening local authorities, CSOs and local NGOs active in the promotion of social protection (for women, children and PWD) and diversity standards in challenging socio-political environment;
- Good knowledge of main software tools (Microsoft Office above all);
- Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Khartoum;

2.2 Preferred requirements

- Previous work experience with national or international stakeholders in charge of social protection/inclusive policies;
- Previous experiences in AICS, International Agencies/INGOs or NGOs with international donors;

- Knowledge of EU procurement procedures (PRAG);

3. HOW TO APPLY

The submission of the application duly signed should indicate the number of the vacancy announcement. The application shall be written in English and include a **Legally Binding Self-declaration**, (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445), indicating:

- a) Surname, name, date and place of birth;
- b) Residence;
- c) Age not exceeding (at the time of signing the contract) that required for retirement by local regulation (60 years);
- d) Citizenship;
- e) Being medically fit for employment;
- f) Full enjoyment of political and civil rights;
- g) Absence of convictions for any criminal offence and absence of any pending criminal and accounting offences both in Italy and abroad;
- h) Not to have been dismissed, dispensed, declared lapsed or fired from employment in a public administration, both in Italy and abroad;
- i) Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Khartoum;
- j) To have acquired the academic qualification required by the selection notice;
- k) To have acquired the professional experience required by the selection notice;
- l) To have a written and spoken knowledge of English language, at least level B2 of the Common European Framework of Reference for Languages;
- m) To have a written and spoken knowledge of Arabic language, if not mother tongue at least level C2 of the Common European Framework of Reference for Languages;
- n) To have knowledge and consistent effective use of the main Microsoft Office applications;

Any false declaration will incur penal sanctions according to article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application shall be written in English and include:

- 1) Signed Curriculum vitae in Europass format and in English
- 2) Signed Motivation letter in English
- 3) Signed Legally Binding Self-declaration
- 4) Copy of valid passport/ID card

All documents need to be dated and signed by the applicant.

The applicant should also provide a telephone number and an email address for communications. The applicant must communicate any changes occurring after the submission of the application for this vacancy. The application and all attachments should be received before 12:00 (UTC+2) on the **21st November 2021** with the following modalities: **recruitment.sudan@aics.gov.it** mentioning in the subject the vacancy number **TDM_PO/04/21**;

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number **TDM_PO/04/21**

4. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- a) Applications made without having all requirements described in this announcement;
- b) Applications received after the deadline stated in this announcement.
- c) Application not signed

5. EVALUATION OF APPLICATIONS

Once the terms of validity of the notice have elapsed, the head of AICS office in Khartoum assesses the admissibility of the applications regarding the presence of the essential requirements and the absence of causes for exclusion. The exclusion is communicated to the candidates concerned. Subsequently, a recruitment commission of three members appointed according to art. 2 of the document approved by the Delibera n.101 of the Joint Committee n.101 evaluates the merits of applications by assigning a maximum overall score of 100 points according to the following criteria:

QUALIFICATIONS (Max 70 points)

- Additional academic titles than the obligatory one: up to 10 points;
- Language skills: up to 10 points;
- Professional experience: up to 40 points;
- Other qualifications of professional skills: up to 10 points.

INTERVIEW (Max 30 points)

Candidates who score at least 40 points, in the assessment of qualifications, are invited for an interview. A maximum score of 30 points can be attributed. The interview will be carried out at the premises of the Italian Agency for Development Cooperation in Khartoum.

The interview shall be held in the languages indicated in the vacancy announcement and might assess also with practical tests, the applicant's knowledge and experience, languages skills, his or her ability to carry out the position and any other skills deemed necessary to assess the candidate's profile in relation to the post to be filled.

The invitation for an interview will be communicated by telephone to the number indicated by the candidate in the application. Applicants are not entitled to reimbursement of any costs incurred in connection with the interview.

Following the interview process, a list of candidates is drawn which includes only candidates with an overall score above 60% of the maximum attributable points (60 points).

6. RESULTS OF THE SELECTION

The candidate with the highest score in the ranking list is declared the winner. He/she is informed by email or any other appropriate means. The ranking list remains valid for one year and can be extended for 1 additional year whenever deemed necessary for the implementation of the initiative. In case of a decline by the winning candidate or an early termination of the contract, AICS may assign the position to the next candidate in the ranking list.

In the event of equal scoring, the youngest either female candidate will be preferred.

The ranking list is published on AICS and AICS Khartoum Office website.

In the employment contract between AICS Khartoum and the candidate - selected through the recruitment procedure – both parties can – in the presence of a just cause or a fact of such gravity that does not allow the continuation, not even provisional, of the employment relationship - withdraw from the contract.

In any case, the employee may withdraw from the contract with a 6 months' notice.

The employment contract foresees the signature of the Italian Agency for Development Cooperation Code of Ethics and Behaviour of staff by the employee according to art. 11, comma 1, let. C) of the Ministry Decree n. 113 July 22nd 2015.

7. PROTECTION OF THE PRIVACY

The submission of applications by a candidate implies consent to the use of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and for the purpose of the selection process. The data processor is the head of AICS Khartoum.

8. PROTECTION CLAUSE

At any stage of the selection process, the Italian Cooperation Agency in Khartoum has the right at its own complete discretion to terminate the recruitment process.

9. TRANSPARENCY

This vacancy announcement is published on AICS Rome and AICS Khartoum.

Khartoum, 02.11.2021